

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Surplus Property Director

Class Code: 11830

A. Purpose:

Directs, manages, and promotes optimum utilization of surplus property and space including responsibility for all aspects of program property management, budgeting, and compliance with state and federal laws and regulations.

B. Distinguishing Feature:

Surplus Property Director directs on of two property management programs in the state. One of these programs is the Federal Surplus Property Program, this program involves acquiring federal surplus property at no charge and distributing if fairly to eligible donees. The incumbent must maintain the self supporting nature of the program through the administration of service and handling charges, which generate funds. The other program is the State Property Management Program, this program involves any transfer or disposal of property or surplus property within state government, as well as maintaining a centralized fixed asset inventory and central stores inventory system for all state agencies. The incumbent must ensure accountability of all fixed assets statewide and maximum utilization or return on all state and surplus property. Within either program, the incumbent must handle the administrative aspects of the programs such as budgeting, policy development, supervision, and operational decision-making.

Surplus Property Officers and Surplus Property Supervisors load and unload trucks, transfer items, screen potential property to be acquired and maintain a warehouse.

Purchasing Agents are involved in the purchase of new property to replenish inventories or to provide needed equipment or supplies.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Researches, prepares, submits, and monitors the budget for the agency to ensure that the programs are properly funded throughout the year.
2. Develops policies and procedures, and interprets laws according to state and/or federal regulations to ensure compliance.
3. Supervises subordinate staff to ensure the objectives of the work unit are met.
 - a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave requests.
 - d. Addresses staff problems and recommends disciplinary action.
 - e. Conducts performance appraisals and completes performance documents.
4. Determines eligibility of potential buyers or donees of surplus property to comply with state and/or federal regulations regarding eligibility.

State Property Management Program

1. Disposes of agency surplus property to ensure the maximum possible utilization of state surplus property.

- a. Transfers the property to other agencies
 - b. Sells the property through bid letting or auction.
 - c. Negotiates contracts with purchasers.
 - d. Stores the property in warehouses.
2. Supervises the maintenance of a statewide central inventory system to ensure an adequate supply of all necessary items is available for use.
 - a. Determines types of items to be place on inventory.
 - b. Enforces compliance with all applicable policies and procedures.
3. Supervises and conducts all state auction sales to ensure that surplus property is sold at the highest possible value.
 - a. Determines locations and dates of sale.
 - b. Contracts with auctioneers.
 - c. Appraises all equipment.
 - d. Advertises the sale.
 - e. Arranges the order of sale.
 - f. Monitors all bids to guarantee that the sale generates 90% of appraised value of all property sold.
4. Supervises the central supply program by monitoring the activities of the purchasing agent to ensure that all state agencies receive and are billed for supplies in a timely manner.
5. Authorizes warehouse storage space to state agencies and determines eligibility of materials to be stored to provide space for agencies with large amounts of eligible property.
6. Performs other work as assigned.

Federal Surplus Property Program

1. Determines the cost-effectiveness of acquiring federal surplus property by screening the property on site and on paper and by supervising the screening done by subordinates to prevent the acquisition of property which is not needed or exceedingly costly to transfer.
 - a. Receives notice of federal surplus property available.
 - b. Notifies federal authorities of the desire to acquire surplus property, which is free of charge according to federal laws.
 - c. Determines the most efficient means of transportation for the property and negotiates with various transportation companies to develop the lowest possible rates for transporting items obtained.
 - d. Evaluates vehicle condition, desirability, and value from offerings and at auctions to purchase vehicles in sufficient type and quantity to meet demand.
2. Administers procedures and practices that promote fair and equitable distribution of property among eligible donees; and monitors the assignment of service and handling charges to maintain the self-supporting status of the agency.
3. Promotes the donation program statewide to make the public aware of the program.
 - a. Addresses groups.
 - b. Prepares and distributes informational documents.
 - c. Designs an effective public relation effort.
4. Authorizes, reviews, and approves all expenditures of agency funds to prevent unnecessary expenditures and to monitor the budget.

5. Develops rehabilitation programs designed to refurbish or repair federal surplus items and monitors their effectiveness to maximize the donation potential of the items.
6. Conducts follow-up investigations regarding the use of donated property to ensure compliance with federal regulations.
7. Coordinates federal audits of the program as required by both federal and state regulations.
8. Performs other work as assigned.

D. Reporting Relationships:

This position supervises surplus property staff involved in central supply, property management, and auction sales.

E. Challenges and Problems:

Challenges include accurately screening or appraising property with no documentation of the item's history.

Typical problems include resolving personnel issues and disciplinary action, customer complaints, settling disputes caused by several requests from agencies or donees for the same property, transportation problems, eligibility disputes, and unforeseen changes affecting budgets.

F. Decision-making Authority:

Decisions include how to assign work; budgetary needs; policy development and interpretation; appraisal or screening values of property; approval of expenditures; hiring, firing, and disciplinary action; if items should be sold, retained, or transferred; dates and time of auction sales; and arrangement of items sold by auction.

Decisions referred include issues that require supervisor information and/or input.

G. Contact with Others:

Daily contact with property management officers, finance officers, business managers, and purchasing officers to provide information regarding acquisition, disposal, or storage of property and/or with federal agency officials to acquire surplus property and donees and potential donees to inform of and deliver surplus property available; weekly contact with eligible city, county, or municipal officers to sell surplus equipment; and monthly contact with law enforcement officials to dispose of used vehicles.

H. Working Conditions:

The incumbent works in a typical office environment. But may occasionally assist in the warehouse, which involves extreme temperatures and heavy lifting.

I. Knowledge, Skills and Abilities:

Knowledge of:

- state and federal rules and regulations;
- appraisal and cost appraisal;
- record keeping;

- purchasing and procurement methods and procedures;
- effective methods of supervision;
- agency and donee needs;
- transportation options and cost effectiveness;
- repair/rehabilitation options and cost effectiveness.

Ability to:

- communicate effectively;
- negotiate effectively;
- manage resources to operate at a profit;
- establish and maintain effective relationships.